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ABSTRACT

This book is designed to help the individual acquire skills in life planning. Part 1 focuses on achieving the most from use of the book. It discusses personal responsibility, personal goals, and possible uses of the book. Part 2 contains the procedures to follow. It begins by listing benefits from setting goals. Exercises that follow assess attitude, aspects of one's self-image, postponements, strengths, values, and fantasy. Part 3 guides the individual through defining strategy for achieving goals. Exercises assist with the following activities: (1) clarifying the next moves in the individual's personal life; (2) determining criteria for choosing; (3) evaluating goals; (4) choosing between goals; (5) checking goals; (6) putting goals into action; (7) reviewing choices; (8) identifying obstacles to use of time to advantage; and (9) recruiting help. A summary checklist follows. A bibliography lists 14 references for further reading about life planning. (YLB)

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PLANNING FOR ME!

Setting Personal Goals

PAUL STEVENS

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PLANNING FOR ME!

SETTING PERSONAL GOALS

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An explanation — Worklife

The Centre for Worklife Counselling often provokes comment about its name. The term 'worklife' was chosen to reflect our continuing work in research, counselling, training and publishing material which relates to improving people's enjoyment from their employment activities and other aspects of their lives.

We do not accept the traditional view of career counselling— that is, to help people acquire satisfaction only from their working hours. We consider that occupational satisfaction can only occur when a person's total needs are included in the assessment of what is lacking and what needs to be done to increase inner well-being, improved relationships with others, and effective performance both at work and non-work activities. Ours is a holistic approach —we try to consider all features of a person at the same time as maintaining a respect for personal privacy by the use of non-threatening inquiries into thoughts and circumstances.

Our publications reflect this philosophy.

This is a **hard work** book. You can use it working alone or as part of a training experience about Career Development. It will be particularly useful if you have already read *Stop Postponing The Rest Of Your Life,* obtainable from:

The Centre for Worklife Counselling
PO Box 407
Spit Junction, NSW 2088, Australia
Tel: (02) 969.4548 Fax: (02) 968.1827

PLANNING FOR ME!
Setting Personal Goals

Part One: Achieving the Most From This Book

For individuals working alone . . .

This book is designed for those of you who have a desire for quality, not just quantity, as a goal in your life. It has the potential to help you combat the feeling of powerlessness that you can easily feel over the direction of your life's journey. The contents help you acquire skills in life planning. In the process you will grow in self-confidence and learn to appreciate the pleasure of using personal power in constructive ways.

By completing the exercises which follow you will progress to a point where you have realistic goals for improving your living. The work you are asked to do is exacting. At the same time, I am confident that you will find it challenging, fun, helpful and revealing.

This book will help you to sort through:

- the myriad of conflicting issues you deal with each day;
- the opportunities you want to explore;
- the actions you need to take to bring a satisfactory balance between your employment, the demands of others and your personal growth.

All that is needed is privacy, peace and quiet, a pen, a pad of paper and lots of enthusiasm. By writing down your goals you will do more for their realisation than thinking or talking about them ever will.

Some critics maintain that working out personal goals is self-indulgent or even selfish. But remember that once you have sorted yourself out, the new awareness and self-tolerance will have a powerful effect on enhancing your relationships with others, particularly the significant other(s) in your life. Far from being self-indulgent, working out personal goals makes you a more interesting person to know and a happier person to be with.

The words of Goethe have special significance here:

> Seize this very minute;
> What you can do or dream
> you can do, begin it;
> Boldness has genius, power
> and magic in it.
> Only engage and then the
> mind grows heated;
> Begin and the work will
> be completed.

Personal responsibility

We didn't ask to be born or have any choice about our families, but now we're here, it's commonsense to make the best of our life's journey. How we do this is in our own hands. It's a matter of good self-management. It should not be left to the elusiveness of luck. If fortunate events help us along, that's a bonus.

Just as we take out insurance to guard against the unpredictable, personal goal setting strengthens our resourcefulness to cope with the unexpected. It also influences many of the happenings in our lives. Skills and strategies for managing our personal self **can** be learned.

Our personal identity is related to our goals. This means that as we search for our goals we are also searching for our real self.

We are responsible for our own degree of satisfaction. There are always options available if we are willing to take charge of our lives and set out to improve things. There are always ways to overcome obstacles and perceived constraints. By setting personal goals we are not only taking responsibility for our own life management but also demonstrating to others that it is worthwhile.

The value to our children, the significant others in our lives and all those we care about, is hard to assess, but few would deny that there is significant benefit conveyed to them by our example.

The real facts about personal goals

We often hesitate making personal goals because . . .

Our record in the past may indicate that it has been a waste of time. Events over which we had no control took over and stopped them from being fulfilled. The demands on our time by others give us little hope that, having set personal goals, we will be able to implement them. Making a living, attending to family needs, caring for others, commuting, surviving in our job, managing staff, keeping the boss happy and many other factors crowd our waking hours.

Despite all these, it is a well established fact that people who set well thought out goals convey an aura of purpose about their living, project a more confident self and smile more.

What makes them so different? What secrets of goal setting have they discovered? Whether by research, experiment, a training experience or by chance, they have learnt how to set realisable goals.

The secrets are not that so mysterious or complicated. In fact, they are:

- Goals MUST be your very own.
- Goals MUST be written down.
- Goals MUST be consistent with your values, interests and abilities.
- Goals MUST be clearly defined so you know when they are reached.
- Goals MUST help you solve problems you encounter along the way.
- Goals MUST include short-term and long-term.
- Goals MUST be realistic and attainable.
- Goals MUST have their consequences thought through.
- Obstacles MUST be identified in advance.
- Reinforcement in the form of personal rewards MUST be planned and scheduled.

> ☛ *Remember, goals don't have to be new. It is quite appropriate when setting personal goals to include certain activities you enjoy doing now, so that you are sure to allow the same amount of time for them in the future.*

If you have read *Stop Postponing The Rest Of Your Life . . .*

If you have read and worked through the structured self-analysis exercises within *Stop Postponing the Rest of Your Life* many issues about your life management will have been raised in addition to work-related matters. This workbook is designed to help you gain the maximum benefit from your thinking and recording so far, by guiding you through a planning process for non-work related changes in your living. The quest, as in *Stop Postponing the Rest of Your Life,* is to optimise your uniqueness, the very special individuality that is you and help you in the transition to a more fulfilling stage of inner well-being.

For trainers or counsellors within organisations . . .

Planning For Me! can form the basis of a training module within a Career Development or Life Planning program you are conducting or can be used as a medium for helping a person to whom you are providing counselling support.

The book can be used as 'homework' prior to a training session or a Trainer or Counsellor can lead participants through the contents as a learning experience.

It can also be used by staff, who cannot easily attend training or counselling, as a self-study assignment or in response to their request for help in personal goal setting.

The emphasis of the content is on the enrichment of non-work living. Other publications within The Worklife Series focus on career and employment improvement (see page 32).

Some people maintain that an employer has no role in providing such assistance in non-work matters. I believe that the

provision of such a service can only benefit the organisation, provided that the data that emerges from the process is maintained as the confidential property of the individual participating. Any breach of this will endanger ongoing benefits.

What are these benefits? First, the impersonal nature of organisations can be improved by providing constructive help of this personal nature. An employee can grow to appreciate their employer more through efforts which focus on their individuality. Assistance with personal goal setting achieves this.

Second, we live, work and play within an environment of constant change. Personal planning helps an employee to cope with these changes and, in turn, be less frightened and apprehensive about the future.

Third, conducted in a supportive framework and non-crisis atmosphere, it's a form of preventative action against an employee being incapacitated in some way in their work tasks through psychological distress caused by lack of satisfaction in their non-work living.

Since the purpose of organisations is orientated to the production of a service or product, managers may view time spent on personal goal planning as inappropriate. However, research shows that activities constructive to the individual outside work help clear the air, create a more motivated and energetic person and a more satisfied person at home **and** at work. An employee with an enriched personal life is generally more effective at work.

Human resource research into the behaviour of people at work has revealed that once individuals get their own lives and priorities in order, they become more productive in many ways. Provided the employer and the employee align their plans so both individual needs and organisational objectives are being catered for, then success is attainable. Thus people do better for themselves and the employer gains more creative and innovative employees. Organisations which provide career development support throughout their operations can profit from their investment in the cost.

☛ *A degree in psychology is not a mandatory prerequisite for using this material. A belief in the amazing potential of men and women and a genuine interest in assisting this potential become realised is, however, essential.*

A POEM TO INSPIRE YOU

Figure it out for yourself, my lad
You've all that the greatest men have had
Two arms, two hands, two legs, two eyes,
And a brain to use if you would be wise . . .

You are the handicap you must face,
You are the one who must choose your place.
You must say where you want to go,
How much you will study the truth to know . . .

Courage must come from the soul within,
The man must furnish the will to win.
So figure it out for yourself, my lad,
You were born with all that the great have had.
With your equipment they all began,
Get hold of yourself and say, I can.

James Allen

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Part Two: Procedures to Follow to Help You

a. How you will benefit from setting goals

This book is about making living your life a more satisfying experience. Look through the following list. If you can't find more than two benefits which match what you consider planning personal goals would achieve for you, this publication is **not** for you.

	✓
• Removing doubts and uncertainties about my personal direction	❑
• Finding new ways to progress and grow personally	❑
• Deciding what lies between where I am now and where I want to be	❑
• Anticipating the future—not just waiting for events to occur	❑
• Less likelihood of surprise and disappointment in my future	❑
• Highlighting and clarifying suppressed and conflicting personal goals	❑
• Placing goals better in the broader mosaic of life, including home, leisure, health and my intellectual self	❑

b. Your attitude

Realistic goal setting is more readily achievable when you make affirmations i.e. beliefs written down and repeated to yourself.

Before you start recording your responses to the various questions which follow in this book, pause to complete the checklist below.

If you circle a 5 you are saying your attitude could not improve. Your self-belief is strong and motivation is high.

If you circle a 1 or 2 you are saying your attitude needs attention. Your affirmations are not yet firmly established and you need to work on this.

- I accept responsibility for the formulation of my goals 5 4 3 2 1
- I am keen to get going 5 4 3 2 1
- I will be true to my values 5 4 3 2 1
- I agree to be very honest with myself 5 4 3 2 1
- I agree that my efforts can pay dividends for quite a long time in the future 5 4 3 2 1
- I will be positive in my outlook 5 4 3 2 1
- I am going to enjoy life to the fullest 5 4 3 2 1
- I know I have lots of scope for personal, rewarding growth and increased potential 5 4 3 2 1
- I will not blame my upbringing, education or circumstances when goal setting becomes difficult 5 4 3 2 1
- If necessary, I will seek counsellors to assist if I get really stuck 5 4 3 2 1
- I want to be fit and healthy 5 4 3 2 1

c. Your inventory

Your inventory, or aspects of your self-image as it it sometimes referred to, has been built up from all your living including the successes and failures, triumphs and setbacks, good and bad times.

Take plenty of blank paper and prepare your responses to the following very important statements and questions:

- Great moments in my life
- I do the following well
- I do the following poorly . . . but does it really matter?
- I would like to stop doing
- I want to learn to do well
- Experiences I want to have
- Aspects of myself I would like to use
- Places I want to spend time in . . . and why
- I need to communicate with the following people in order to create change in my living concerning . . . (specify)
- Today I will start doing . . .

Now identify a few statements about yourself which you believe you could change through examining what you have just answered. Write them here or on a separate piece of paper.

d. Your postponements

What have you postponed? Activities will have occurred to you from time to time in the past which you postponed. Yet the idea of the activity would not have occurred unless it was important to you. The activity could be to help you relax, use your hands, challenge your intellectual thinking, learn more about yourself, meet a variety of people, involve you physically, in fact, many needs can be served by activities.

This exercise requires that you:

a) recall these ideas from the past five years;

b) document why each was postponed;

c) re-evaluate whether there are good reasons today to **stop postponing**;

d) establish one or more of these activities as a personal goal;

e) commence the activity.

In the process, you are likely to decide which activities no longer appeal and select those which you would now highly value as experience. By completing the following seven steps you will use two of the most important aspects of forming sensible and well-reasoned goals, i.e. your **logical** and your **emotional** self.

Step 1: Recall and Record

List all the activities you thought would be a good idea to pursue.

Step 2: Barriers to Accomplishment

For each activity you have listed, recall and record the reasons which inhibited you from pursuing it. What factors actually caused the postponement?

Step 3: Satisfaction Indicators

What need(s) would have been fulfilled if you had proceeded to implement the activity? Write them against each activity.

Step 4: Reassessment

Cross off those items on your **list of needs** which are no longer important to you.

Step 5: Sieve and Extract

Transfer to a new list those activities for which you have needs you still wish to have satisfied, i.e. those not crossed off in Step 4.

Step 6: Priority of What Really Matters

Assign a rating of importance to each activity. Number each in priority order. Assign 1 to the most important activity in relation to the needs its pursuit could satisfy —and so on.

Step 7: Commitment

Consider the activities you have rated in Step 6. Reflect on this group over the next two days. Return to your list and consider whether they remain your selection of those you have identified as personal goals which you:

- have the motivation to pursue;
- recognise that factors important to you will be accommodated;
- realise that time would not be wasted by your involvement;
- will feel better by no longer postponing.

e. Your strengths

We all have strong points. It is good affirmation to remind ourselves what they are and how they have been added to and strengthened. So boast proudly, confidently, when completing the following. Write your answer here which describes your special individuality.

I am: .....

.....

.....

.....

.....

.....

.....

.....

.....

f. Your values

There are many ways in which your values can be determined. The following is just one of them. It is short and you may wish to extend the list before you make the three choices this exercise asks you to make and record.

- Money
- Helping others
- Putting my lifestyle ahead of my job
- Continuing to learn
- Reaching my creative potential
- Living where I want to live
- _____
- _____
- _____
- _____
- _____

Write about five very good experiences and include specific information such as when, where and who else was involved. Then the five worst. Consider each experience you have described and write down what it is about the experience that you are valuing when you think about what occurred, e.g. Loyalty, Steadfastness, Kindness, Adventure . . .

The three values most important to me deduced from these two exercises are: (Write them here)

1. _____
   _____
   _____
2. _____
   _____
   _____
3. _____
   _____
   _____

g. Your fantasy

Wishes and dreams will give you important clues to identifying your most meaningful goals.

During our journey through life each of us has dreamed about what we would like to be and do. Insufficient time, money, self-confidence, motivation and other factors have blunted these ambitions and they have been discarded or perhaps suppressed.

Writing about your fantasy expands your awareness of personal goal possibilities beyond the conventional. A considered study of what you have written can produce a list of a) barriers to their achievement and b) your personal strengths. You may well find that your personal strengths outweigh these barriers or constraints, and the way to achieving your fantasy is clear.

The process of writing down dreams helps you to clarify and focus your ideas and sets the stage for making them become a reality. Your self-analysis work will uncover significant wishes and values, some of which have long been 'buried'. If you are sceptical, have patience and just try out this exercise.

Imagine yourself five years from now. Write about a typical day which includes many aspects you wish for yourself. Write your description in quite a lot of detail.

Before you move on to actual goal setting, look back over your notes and the entries you have made in this book and elsewhere and write your answer to the following:

I am discovering that: _____

"IT COULDN'T BE DONE"

Somebody said that it couldn't be done,
But he with a chuckle replied
That "maybe it couldn't", but he would be one
Who wouldn't say so till he'd tried.
So he buckled right in with a trace of a grin
On his face. If he worried he hit it.
He started to sing as he tackled the thing
That couldn't be done, and he did it.

Somebody scoffed: "Oh, you'll never do that;
At least no one has ever done it";
But he took off his coat and he took off his hat,
And the first thing we know he'd begun it,
With a lift of his chin and a bit of a grin,
Without any doubting or quiddit,
He started tossing as he tackled the thing
That couldn't be done, and he did it.

There are thousands to tell you it cannot be done,
There are thousands to prophesise failure;
There are thousands to point out to you one by one,
The dangers that wait and assail you
But just buckle in with a bit of a grin,
Take off your coat and go to it;
Just start in to sing as you tackle the thing
That "cannot be done", and you'll do it.

Edgar Allen Guest (1919)

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Part Three: Defining Strategy for Achieving Goals

1. Your life planning

Personal goal setting is another name for life planning. All plans require detailing the action to be taken before they can be achieved. Otherwise something will quickly go wrong and you will be off the track and there will not be achievement. Here is a very important exercise for you to undertake **now** that will clarify the next moves in your personal life.

Step 1: Label a sheet of paper **What Do I Want To Achieve?**

Step 2: List several goals. Each should be tempered by a realistic assessment of the likelihood of its accomplishment. Don't write more than 20 otherwise you will have a problem deciding their order of priority and establishing a clear workable plan for their attainment.

Step 3: Now differentiate the importance of each goal by assessing them on a scale like this:

4 of critical importance to me
3 considerable importance to me
2 of moderate importance to me
1 important, but not to the same degree as any of the others

Step 4: On another sheet of paper arrange your goals in order of your numerical ratings i.e. put the 4s together, then the 3s, and so on.

Step 5: For each goal, write your answers to the following:

a. What personal factors will affect my ability to achieve this?

b. What hurdles, if any, need to be overcome?

c. What might happen if I don't achieve this goal? How serious is this really to me?

d. Test your goal statements with the question, 'If someone else carried out what I have written, would I be willing to say the person has achieved the goal?'

2. Your criteria for choosing

A common reason for failing to achieve goals is their lack of clarity and/or the basis on which they have been formulated.

The goals you have written must be stated as things you can do and see, and you must be able to measure the results. They must **not** be in abstract terms. These are called 'fuzzies' and are a key reason why some who set goals do not achieve them. Check over your statements to avoid these pitfalls.

Write down the criteria—that is, your principles and personal philosophy—which are the foundation of the goals you are establishing. You may feel that when these criteria are written they sound selfish. Well, taking care of yourself by working hard on these goals is being selfish sensibly. Doing what is best for you is highly likely to be best for others you know, even if some of them initially don't rush to agree.

Being selfish sensibly can help you to be more generous with others. When you feel good about yourself you have more time for them. Being selfish sensibly is keeping and expanding what strengthens you. You may have recorded a goal relating to achieving an increase in your personal power. A key part of taking the initiative and setting such goals is that you get what you want rather than not getting what you want, or worse, getting what you don't want.

Being selfish sensibly in this way helps you to increase your self-esteem, which in turn increases your self-tolerance. This results in more open relationships with others and more meaningful transactions which please all involved.

My Criteria

- _____
- _____
- _____
- _____
- _____

3. Evaluating your goals

Carry out the following audit of your goals and amend where improvement is indicated.

	Yes	No
Does each goal start with the word 'to' followed by an action verb?	❑	❑
Does each produce a single key result when accomplished?	❑	❑
Does each specify a target date for its accomplishment?	❑	❑
Does it specify only the 'what' and the 'when' and lack the 'why' and 'how'?	❑	❑
Is it tough and demanding but also realistic and attainable?	❑	❑
Will the result justify the expenditure of my time, emotion and resources required to achieve it?	❑	❑
Have I defined the problem(s) each goal will overcome?	❑	❑
Have I identified at least two possible solutions?	❑	❑
Have I tested my planned goal with other people whose advice I value?	❑	❑
Have I prepared a plan of action to follow when I am satisfied each goal is the most appropriate one for me to pursue?	❑	❑

What three factors make these goals achievable?

- _____
  _____
- _____
  _____
- _____
  _____

4. Choosing between goals

You may have prepared a list of too many goals—too many for you realistically to achieve. To help you select which goals are of more value to you than others, complete the following exercise.

Consider the decision you need to make. It is likely to be between two or more goal options, that is, alternatives.

Step 1: For each alternative write down a list of as many outcomes as you can think of—that is, consequences from choosing that alternative. Some will be negative and others positive in nature.

Step 2: Assign to each outcome on the list a number, a value, from -10 to +10. When values approach 0 the outcome is of little, or low, importance in relationship to others on your list. The negative outcomes should be recorded as a minus, that is, -10 to -1.

Step 3: For each outcome listed, evaluate the probability that it will happen. For example, 0 is that the outcome will definitely not occur. 10 is that it definitely will occur.

5 indicates a fifty-fifty chance that it will occur. Write these figures in the second column.

Step 4: Multiply the value of each outcome by the probability of it occurring. Write these answers in the third column. Add up this column.

Repeat this procedure for the other alternative(s).

Step 5: The alternative with the highest expected value is a **guide** to the most appropriate goal option for you to take.

5. Checking your goals

Look over your record of the goals you have stated that you really want to achieve in Your Life Planning on page 19. Now check **whether or not** these goals cover **all the critical aspects of your living**. Use the following headings to help you undertake this check or audit of your goals:

	✓
• An important goal relating to my HOME life	❑
• An important goal relating to my LEISURE life	❑
• An important goal relating to my PHYSICAL and/or HEALTH life	❑
• An important goal relating to my INTELLECTUAL life	❑

If you have identified one or more of these critical aspects of your living **without a goal recorded** then create one now here:

.....

.....

.....

.....

.....

.....

.....

6. Goals into action

For each goal, you now need to plan the route to its achievement. Take one at a time and:

a. fill in your target date, i.e. within six months, or one, two or three years from now;

b. select the reward you will give yourself when you reach it;

c. record the benefits you will derive on its achievement;

d. define the actions you will need to take to move towards it.

7. Reviewing your choices

Now do further review of your recorded personal goals and the schedules for their attainment.

For each one you have recorded, ask yourself the following questions. Don't just think of the answers, write them down. You could use the code suggested in the brackets to assist completing this exercise.

- Which goal will give me the Greatest Pleasure? (GP)
- Which goal will give me the most Personal Pride? (PP)
- Which goal will provide the best opportunity for Personal Growth? (PG)
- Which personal goal best fits my three most important Values Recorded on page 16 (VR)
- Which goal can be implemented quickly without the Need for Money to help its attainment? (NM)
- Which goal will produce the Quickest Benefits for me? (QB)

Having answered these questions, you should look back to the schedule for the achievement of your goals. Your answers may prompt you to change the priority of your goals. If so, amend the schedule to reflect your latest findings.

8. Identifying your obstacles — using time to your advantage

On the next page are two diagrams representing the 24-hour clock. By comparing what **actually** happens in your current routine with what you would **like** to happen, important information will emerge to contribute to realistic planning for achieving your goals.

Add the hours 1 to 12 twice to the diagrams. Using different colours, shade in your current time allocation for the following activities on your 'average' weekday. Repeat on the second diagram, but enter the amount of time you would **prefer** to allocate over the next twelve months in order to bring about a more desirable balance of activities in your life.

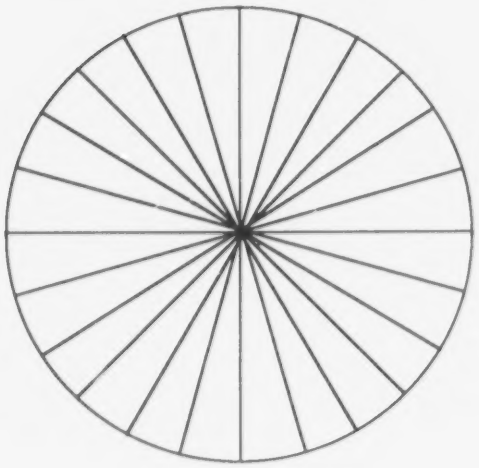
a. With family
b. With friends
c. At work
d. Doing chores for yourself and/or others
e. Alone (time spent reflecting on events, situations, relationships, the future)
f. Educational activities/tertiary education course, etc.
g. Pursuing hobbies
h. Asleep
i. Commuting/travelling
j. Relaxation, watching television, videos, etc. (i.e. staying still!)
k. Sporting activities

Ask yourself during this exercise: 'Am I satisfied with the manner in which my time is spent at present?' Write down the obstacle(s) you need to overcome in order to alter this allocation and bring about increased personal satisfaction and self-worth. Record the names of those with whom you need to negotiate in order to obtain more time for achieving your goals.

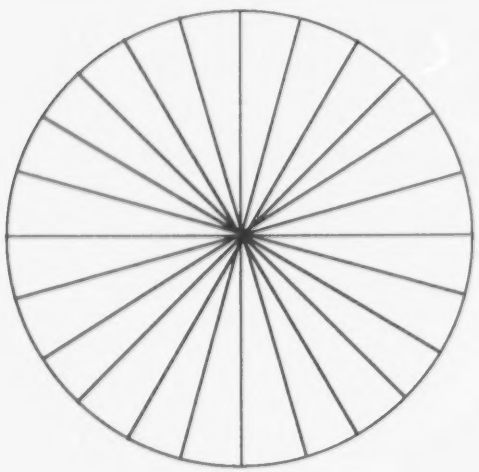
As in most aspects of life, it is often the demands of other people around us which impede our ability to do what we want to do. Now you have identified who they are and why, make time to discuss new arrangements which will result in helping you move towards your goals.

Time Allocation Analysis Charts

Current 'Average' Weekday



Preferred 'Average' Weekday



9. Recruiting help

To accomplish your goals you are likely to need help from other people. You must now decide who has the relevant skills, knowledge and/or contacts to help you. Schedule a time to contact them and ask for their assistance. Assistance may take the form of providing information, emotional support, companionship, encouragement, introductions to other people resources, training help, etc.

Most goals flounder because we do not have all the resources to attain them. By defining the goal and appraising yourself honestly and positively, you can identify what resources are needed for its achievement and from where you can obtain them.

So review your goals one more time and write about the resources you may need (money, education, help from others, etc.) and then draw up a list of contacts and your information needs for each goal using the following headings.

Goal: To _____	
Information Needed	**Possible Source (Contact)**

Some of the goals you have written for yourself will demand a lot of effort. But what would you rather be doing—drifting, each day less satisfying than the one before? You know the answer. So start writing, telephoning or sending faxes to recruit those resources you have identified as important to your success.

10. Summary checklist

Tick those actions you will take within the next ten days.

	✓
• Treat myself to a reward for completing this workbook	❑
• Discuss my work through this book with a significant other in my life	❑
• Make an appointment with an appropriate counsellor or referral source to discuss the personal skills I have identified on which I wish to take action	❑
• If I have planned education for either the joy of learning or career-related value, make an appointment with an education or careers adviser to identify where such courses are, their enrolment procedures and when the study program commences	❑
• Explore how to meet my health and physical improvement goal	❑
• Make financial plans, such as revising my budget, to achieve my most important personal goals	❑
• Resolve not to file away this book and record in my personal diary a date six months ahead to review my goals and my progress	❑
• Recommend to others that they complete this *Planning For Me!* workbook	❑

11. Final Step

Consider the following quotations. Which expresses how you feel now that you have completed *Planning For Me!*

> *Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.*
>
> W.W. Ziege

> *First say to yourself what you would be; and then do what you have to do.*
>
> Epictetus

> *All glory comes from daring to begin.*
>
> Eugene F. Ware

> *How desperately difficult it is to be honest with oneself. It is much easier to be honest with other people.*
>
> Edward R. Benson

> *Either I will find a way, or I will make one.*
>
> Phillip Sydney

> *The greater the obstacle the more glory in overcoming it.*
>
> Molière

> *Defer no time, delays have dangerous ends.*
>
> King Henry VI, Shakespeare

Congratulations!

You have made good progress. You have:

- compiled a long list of possible goals;
- integrated them with your total living;
- selected them with care and devotion of time and thought;
- clustered them into priority order;
- assigned timetables;
- identified obstacles to be overcome;
- completed the comprehensive planning for the actions essential to success.

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About the Author — Paul Stevens

After twenty-one years' employment experience as a Personnel Manager dealing with the problems of employer/employee relationships in the UK, Canada and Australia, Paul Stevens created The Centre for Worklife Counselling in 1980. His concern for individuals and their search for satisfaction in their work motivates his daily counselling and teaching activities, as well as his writing.

Paul has become nationally known as a counsellor, broadcaster and author of twenty-one publications on worklife and career management issues.

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